

**POLICY NUMBER: 3.16**

**POLICY NAME: SHORT-TERM DISABILITY LEAVE**

It is the policy of the Metropolitan Public Health Department that employees covered by Short-Term Disability insurance must utilize all accumulated leave prior to receiving Short-Term Disability benefits. Short-Term Disability coverage is considered to be income protection and not protection of employment status. When an employee receives Short-Term Disability benefits, the employment status of the employee is not assured beyond the limits established by the Family and Medical Leave Act of 1993 (FMLA) and any subsequent amendments thereto.